

Queen's Park

Routine Cyclical Maintenance 2014

Policy nos.	Area	Description
6.3.7	Queen's Park Recreation Areas Main field Bandstand area Triangles Main field 'Field of Hope' Kingswood Avenue Harvist Road Milman Road Children's playground	<ul style="list-style-type: none"> Maintain grass areas which will include mowing, marking out running track for school sports days, preparation and re-instatement of individual areas and fertilising Grass cutting of individual grass recreational areas a minimum once every seven days during growing season Renovation of grass to include aeration to overcome surface compaction, top-dressing and over-seeding Management of weeds, moss & worms (priority will be given to non-chemical control methods) Maintain and foster close working relationships with neighbouring schools and encouraging usage of the park and its green space
6.3.9	Queen's Park Pitch & Putt Course 9 x greens 9 x fairways 9 x bunkers 9 x tee off mats	<ul style="list-style-type: none"> Maintain Pitch & Putt greens, fairways and bunkers which will include mowing, repairs to greens, fertilising and irrigation Priority will be given to non-chemical control methods, e.g. daily dew removal to discourage disease outbreaks and dispersal of worm casts Inspect and maintain tee off mats End of season renovation of Pitch & Putt course greens to include deep scarification, solid tine aeration, top-dressing, over seeding with fine turf grass, disease and weed control. Mowing of long grass areas Change position of green holes weekly to avoid compaction on the greens Management of weeds, moss & worms
6.3.25	Queen's Park Quiet Garden	<ul style="list-style-type: none"> Grass cutting of individual grass recreational areas a minimum once every seven days during growing season Annual renovation of grass to include aeration to overcome surface compaction, top-dressing and over-seeding Priority will be given to non-chemical control methods
6.3.22	Queen's Park Tennis Courts 6 x Hard Tennis Courts 2 x Table Tennis Tables	<ul style="list-style-type: none"> Maintain courts to include daily inspections for debris, vegetation, wear and tear. Daily checking of nets and fencing Management of bookings all year round Daily check of table tennis tables for damage Annually jet wash & spray for moss - tennis courts and wet pour surface
6.3.4	Petanque Area	<ul style="list-style-type: none"> Daily checking of Petanque area to include removal of debris, raking and replacement of material as necessary Continual monitoring of weed and moss growth

Policy nos.	Area	Description
		<ul style="list-style-type: none"> Priority will be given to non-chemical control methods
5.33	Natural Grassland border	<ul style="list-style-type: none"> Management of natural grass areas to encourage flora and fauna All cut grass clippings to be placed in recycling bay for collection by Brent Council
5.33	Public Toilets Male / Female / Disabled at playground and cafe	<ul style="list-style-type: none"> Provide clean, well maintained facilities Ensure regular cleaning of toilets and regular checks for damage, complete log sheet daily to confirm cleaning complete Replenish toilet rolls and soap on an hourly basis during peak times Arrange for one deep clean in March/April
5.3.1	Mixed Borders in Quiet Garden and entrance gate at Harvist Road	<ul style="list-style-type: none"> Maintain borders to include mulching, routine, formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary. Priority will be given to non-chemical control methods.
5.3.1	Perimeter hedge rows at Kingswood Avenue, Harvist Road, Milman Road, Chevening Road. Tennis Courts, Formal Garden, Children's Farm and entrances to park	<ul style="list-style-type: none"> Cut hedges (outside of bird nesting season) to an appropriate height to encourage vigour, density and maintain views
6.3.38	Memorial benches / litter bins / tennis hut shelters	<ul style="list-style-type: none"> Remove graffiti and bird faeces as required Repair, re-stain or re-paint benches Clean exterior of bins on a monthly basis Repaint tennis shelters on bi-annual basis Paint interior of the Lych Gate and stain seating bi-annually
6.3.35	Footpaths, Signage, Fences	<ul style="list-style-type: none"> Footpaths, signage and fences will be checked on a daily basis and repairs carried out as and when required (Cyclical maintenance is provided in partnership with the City Surveyors Department as part of a 20 year asset plan) Footpaths to be kept weed and debris free Signage in park to be kept clean and inserts relevant and up to date Grass edging will be carried out during the growing season
6.3.35	Drains and gulleys	<ul style="list-style-type: none"> Maintain clear gulleys. Drain / Grid clearance to be carried out prior to extreme inclement weather
6.2.1	Routine patrolling of Queen's Park	<ul style="list-style-type: none"> Visual presence will be maintained by Queen's Park staff during park opening hours Staff will interface with the public and hand out information answer queries and monitor byelaws as necessary and will wear high-viz vest's during events Assist the Police with emergency situations, for example lost children, lost dogs and vulnerable

Policy nos.	Area	Description
		<p>people</p> <ul style="list-style-type: none"> Carry out visual tree inspections, for disease, hanging or fallen branches especially during inclement weather and report findings to Arb team
6.3.16	Queen's Park – All Areas	<ul style="list-style-type: none"> All areas to be litter picked daily. Litter bins to be emptied daily Regular litter pick patrols carried out by staff during busy periods Identify Graffiti and remove
6.7.17	Christmas Tree	<ul style="list-style-type: none"> Sighting and later, dismantling of Christmas tree outside café
6.7.17	Filming	<ul style="list-style-type: none"> Manage filming events in Queen's Park to ensure that there is no long-term damage to the landscape and minimise disruption to local communities Receipt and bank monies
6.7.17	Children's Entertainment/ Bandstand Concerts, Events in the Park	<ul style="list-style-type: none"> Prepare for and oversee children's entertainment and Bandstand Concerts Support Open Gardens Day, Book Festival, Queen's Park Day, Outdoor Cinema events x 4.
6.7.17	Bandstand Parties	<ul style="list-style-type: none"> Book bandstand parties using appropriate booking form, update booking log Receipt and bank monies
6.8.3	Maintain and update interpretation boards	<ul style="list-style-type: none"> Keep information relevant and up to date at Café, Children's Farm, Playground, Tennis Courts and Pitch and Putt

Policy nos.	Area	Description
6.2.8	Queen's Park Playground	<ul style="list-style-type: none"> Children's play areas will be formally checked by qualified Keeper on a weekly basis and report completed Defects reported on and repaired in a timely manner Daily visual inspections will be carried out by Keeping staff Annual external playground inspections will be carried out by ROSPA
6.3.1	Playground planting beds	<ul style="list-style-type: none"> Maintain shrub beds to include mulching, routine formative and regenerative pruning Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary Priority will be given to non-chemical control methods, carried out
6.2.8	Children's Paddling Pool	<ul style="list-style-type: none"> Liaise with contractors to re-instate/shut down pool at start and end of season Maintain and clean twice daily while open May – September to include main pool, surrounds, footbath by hosing and hoovering and backwashing, check chlorine levels and log data Staff the pool at all times pool is open Replace pool cover at end of season

Policy nos.	Area	Description
		<ul style="list-style-type: none"> Maintain area for debris/leaves, etc. daily, during the closed season
10.2	Sustainable Planting in Quiet Garden	<ul style="list-style-type: none"> Maintain sustainable plantings to include lifting and dividing, irrigation, staking, pest, weed and disease control - priority will be given to non-chemical control methods. Maintain and update interpretation boards and other media
6.3.29	Queen's Park Trees	<ul style="list-style-type: none"> Maintain trees to include irrigation, pruning for vigour, form, safety, pest, weed and disease control, checking of tree stakes Priority will be given to non-chemical control methods Circle and mulch base of young trees
6.3.1	Queen's Park Quiet Garden, Sensory Garden, Mediterranean Garden	<ul style="list-style-type: none"> Maintain shrub beds to include mulching, routine formative and regenerative pruning. Non-chemical weed and disease control via hoeing and removal or pruning out dead plants or branches. Hand irrigation if necessary Priority will be given to non-chemical control methods
6.3.24	Queen's Park Pets Corner	<ul style="list-style-type: none"> Maintain all animal and enclosures within the farm to the animal welfare and husbandry standards as required by relevant legislation Monitor and maintain all enclosures and housing infrastructure within the farm, to ensure safety and continued suitability. Reporting any defects that may require attention Liase regularly with the veterinarian to ensure the health and welfare of all the livestock within the farm Prepare for and attend bi-annual zoo ethics meetings Ensure grass levels and general foliage within the animal enclosures is kept at a presentable level throughout the year. Areas left uncut to encourage natural animal behaviour e.g. foraging Replace turf in goat and other enclosures in March Promote the farm to members of the public through advertised feeds, talks, walks and educational visits program Maintain interpretation boards and other media
6.3.1	Hanging Baskets Café / P&P Farm / Quiet Garden, spot planting in borders	<ul style="list-style-type: none"> Install hanging baskets and other seasonal planting areas, maintenance to include weed & disease control, dead-heading, fertilising and daily irrigation Priority will be given to non-chemical control methods
6.3.1	Queen's Park Hedges	<ul style="list-style-type: none"> Cut hedges to an appropriate height to encourage vigour, density and maintain views. Hedges include Privet, Hornbeam, Yew, Buxus, Holly, Copper Beech, and Lonicera. Priority will always be given to the bird nesting season.
6.3.1	One year old hedge planting	<ul style="list-style-type: none"> Re-plant any failed hazel / hornbeam hedging around playground perimeter fence line

Queen's Park

Queen's Park Projects - 2015

Policy nos.	Area	Description
CH2	Volunteers	<ul style="list-style-type: none"> Develop programme of works for volunteer group – horticulture projects and other works undertaken in Queen's Park
6.3.22	Tennis Courts	<ul style="list-style-type: none"> Reduce height of hedge by 1000mm on east, west and south of courts. Remove hedge from north edge Replant north edge with lavender
6.3.13	Children's Play Area	<ul style="list-style-type: none"> Oversee installation of new play equipment, as part of phase 3 Liaise with contractors Interpretation signs to be updated regularly
6.3.37	Queen's Park Café	<ul style="list-style-type: none"> Replace 6 x picnic tables in front of café building Enhance the entrance to the café, encouraging usage, make the facility more appealing
6.4.5	Fossil Fuel Day	<ul style="list-style-type: none"> Manage the operation of Queen's Park two days per year where no fossil fuel is to be used (excluding heating, contractors, café and emergency services)
6.3.1	Queen's Park Hedge Border	<ul style="list-style-type: none"> Replace dying or missing hedge along border of the park using native species ie Yew, Buxus, Holly, Copper Beech.
6.8.2	Green Flag and Heritage	<ul style="list-style-type: none"> Submit applications for Green Flag and Green Heritage Awards in 2015
6.8.2	London in Bloom	<ul style="list-style-type: none"> Prepare application for entry to London in Bloom 2015
WP1	Queen's Park Entrance signs, Café & Children's Farm	<ul style="list-style-type: none"> Prepare x 9 sign boards, sand and fill with wood filler, paint x 2 coats with black weather proof emulsion
	Conservation Management Plan	<ul style="list-style-type: none"> Prepare Draft and develop summary document of the Queen's Park Conservation Management Plan
WP1	Open Spaces Identity	<ul style="list-style-type: none"> Carry out a review of signage and replace through a phased programme, damaged or signage which requires updating
6.3.35	Litter Bins	<ul style="list-style-type: none"> Work with the City Buying Team and carry out a phased introduction of replacement litter bins in the park, reducing the current number
WM2	Petanque Rink	<ul style="list-style-type: none"> Restore this area to natural grassland
6.3.24	Queen's Park Children's Farm	<ul style="list-style-type: none"> Continue with the new planting around the pond enclosure with formal grasses. Create aesthetically pleasing barrier to keep animals out